

# Invitation to Bid

**City of Milwaukee**  
CITY OF MILWAUKEE  
200 E WELLS STREET  
MILWAUKEE WI 53202  
United States

CIMIL

Bid ID	Date	Buyer	Page
CIMIL- 0000001423	05/21/2004	Janine Wilant	1
Payment Terms	DateTime Bid Open/	Closing	
PROMPT PAY	05/21/04 10:50 AM	06/02/04 04:45 PM	

Ship To: DPW-OPERATIONS-Central Garage-5452  
2142 WEST CANAL STREET  
MILWAUKEE WI 53233  
United States

Vendor: 0001030455  
WEBPAGE DOWNLOAD  
<http://www.milwaukee.gov/citygov/da/sp/sp.shtml>  
MILWAUKEE WI 53202  
United States

Bill To: DPW-OPERATIONS-Central Garage-5452  
2142 WEST CANAL STREET  
MILWAUKEE WI 53233  
United States

Line	Item	Description	Quantity	UM	Need Date
1		VC-GOJO SOAP	1.00	VEN	05/31/2007

Freight Terms: DEST

Ship Via: NOT APPL

\*\*\*THIS IS A FAX BID. PLEASE RESPOND VIA FAX #414-286-5976 ON OR BEFORE 4:45 PM-CST, WEDNESDAY, JUNE 2, 2004.

VENDOR CONTRACT FOR GOJO BRAND HAND SOAPS FOR A THREE YEAR PERIOD FROM DATE OF AWARD. ANTICIPATED TO BE FROM JUNE, 20004 THROUGH MAY, 2007.

A. GOJO HAND CLEANER, #1115, 4-1/2 POUND CONTAINER. \*\*\*NO SUBSTITUTE\*\*\* THE ESTIMATED USAGE FOR THE TERM OF THE CONTRACT IS 1,000 CONTAINERS

PRICE EACH: \$ \_\_\_\_\_ LBS PER CONTAINER: \_\_\_\_\_/LBS

WE BID MFG AND PRODUCT # \_\_\_\_\_

B. GOJO #0915, 4-1/2 POUND CONTAINERS. \*\*\*NO SUBSTITUTE\*\*\* THE ESTIMATED USAGE FOR THE TERM OF THE CONTRACT IS 1,000 CONTAINERS.

PRICE EACH: \$ \_\_\_\_\_ LBS PER CONTAINER: \_\_\_\_\_/LBS

WE BID MFG AND PRODUCT # \_\_\_\_\_

ORDERS WILL BE PLACED FOR QUANTITIES AS NEEDED. THE USAGE AMOUNTS ARE ESTIMATES ONLY AND THE CITY DOES NOT GUARANTEE THE AMOUNT THAT WILL ACTUALLY BE PURCHASED. BIDDER TO QUOTE MOST CURRENT PRODUCT NUMBER AVAILABLE. USER DEPARTMENT WILL VERIFY ANY PRODUCT NUMBER CHANGES PRIOR TO AWARD.

DELIVERY IS REQUIRED NO LATER THAN 2 WORKING DAYS AFTER RECEIPT OF ORDER.

WILL YOU COMPLY WITH THIS REQUIREMENT? \_\_\_\_\_ YES \_\_\_\_\_ NO

NOTE: IF YOU CANNOT MEET THE 2 WORKING DAY DELIVERY REQUIREMENT, YOUR BID WILL BE CONSIDERED NON-RESPONSIVE!

DELIVERY TERMS: ALL ORDERS WILL BE FOB DESTINATION-FREIGHT PREPAID AND INCLUDED IN UNIT PRICES QUOTED ABOVE. DELIVER

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TO:

DPW-FLEET OPERATIONS  
2142 WEST CANAL STREET  
MILWAUKEE, WI 53233

DELIVERIES ACCEPTED BETWEEN 7:30 AM - 2:30 PM-CST

CONTACT PERSON FOR ORDER PLACEMENT: \_\_\_\_\_

CONTACT PERSON'S TELEPHONE NUMBER: \_\_\_\_\_

CONTACT PERSON'S E-MAIL ADDRESS: \_\_\_\_\_

DO YOU HAVE A WEBSITE WITH THE FOLLOWING:

ON-LINE CATALOG: \_\_\_\_\_ YES \_\_\_\_\_ NO

ON-LINE ORDERING: \_\_\_\_\_ YES \_\_\_\_\_ NO

WEB PAGE ADDRESS: \_\_\_\_\_

\*\*\*\*\*  
AWARD WILL BE MADE IN TOTAL TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER COMPLYING WITH THE BID SPECIFICATIONS AND THE DELIVERY REQUIREMENTS THAT IS DEEMED IN THE BEST INTEREST OF THE CITY. LOW BIDDER WILL BE DETERMINED FROM THE AVERAGE UNIT PRICE PER POUND (PRICE PER CONTAINER DIVIDED BY POUNDS PER CONTAINER) FOR ITEMS A AND B. BIDDERS MUST QUOTE BOTH ITEMS LISTED TO BE ELIGIBLE FOR AN AWARD.  
\*\*\*\*\*

IF YOU HAVE ANY QUESTIONS CONCERNING THIS INVITATION TO BID, PLEASE CONTACT JANINE WILANT AT 414-286-3916.

\*\*\* NOTE: IT IS NECESSARY FOR YOU TO SIGN THE FIRST PAGE OF THIS INVITATION TO BID. YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN. BIDDERS ARE REQUIRED TO COMPLETE AND PROVIDE ALL OF THE PAGES OF THIS INVITATION TO BID WITH THEIR BID SUBMITTAL.

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THIS WILL BE A THREE (3) YEAR CONTRACT FROM DATE OF AWARD SUBJECT TO ANNUAL REVIEW BY THE CITY WITHIN SIXTY (60) DAYS OF THE ANNIVERSARY DATE. THE VOLUME LISTED IS AN ESTIMATE AND IS NO GUARANTEE AS TO THE AMOUNT THAT WILL BE PURCHASED DURING THE TERM OF THE CONTRACT. CONTRACT CONTINUANCE IS CONTINGENT UPON THE AVAILABILITY OF FUNDING FOR THE MATERIALS OR SERVICES TO BE PROVIDED DURING THE THREE YEAR TERM OF THE CONTRACT.

PRICES QUOTED MUST BE FIRM FOR ONE YEAR AFTER WHICH AN ESCALATOR MAY BE INVOKED UPON REQUEST AND VERIFICATION OF A LETTER FROM THE SUPPLIER AND/OR PUBLISHED PRICE SHEETS. SUCH REQUEST MUST BE MADE AT LEAST SIXTY (60) DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. PRICE SHALL BE BASED ON PRODUCT COST ONLY AND NOT TO EXCEED 10% OF THE FIRM BID PRICE DURING THE CONTRACT PERIOD. THE INCREASE MUST BE APPROVED BY THE BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION PRIOR TO ITS EFFECTIVE DATE.

LIKewise, ANY DE-ESCALATION IN PRICE SHALL BE PASSED ON TO THE CITY. VENDORS ARE OBLIGATED TO TREAT PRICE DECREASES AS EQUALLY AS PRICE INCREASES DURING THE TENURE OF THE CONTRACT.

PRICE ESCALATION CLAUSES ARE NOT APPLICABLE FOR "DISCOUNT FROM LIST" CONTRACTS AS THE VENDOR'S CURRENT LIST WILL ALREADY REFLECT MARKET CHANGES. THEREFORE, WHILE PERCENT OF DISCOUNT OFFERED BY VENDOR MUST REMAIN FIRM FOR TERM OF CONTRACT, VENDOR MUST PROVIDE UPDATED PRICE LISTS TO THE CITY USER DEPARTMENT(S) WHEN UPDATED.

BY SIGNING THIS BID, BIDDER HEREBY AGREES TO ALL THE TERMS AND CONDITIONS OF THE "CITY OF MILWAUKEE INSTRUCTIONS, TERMS AND CONDITIONS FOR INFORMAL BID & CONTRACT" DOCUMENT DATED 8-25-03, WHICH IS HEREBY REFERENCED AND INCORPORATED AS PART OF THE CONTRACT THAT IS AWARDED AS A RESULT OF THIS BID. THIS DOCUMENT CAN BE FOUND AT THE BUSINESS OPERATIONS DIVISION'S WEB SITE [HTTP://WWW.CI.MIL.WI.US/CITYGOV/DOA/SP/INFORMAL.HTM](http://www.ci.mil.wi.us/citygov/DOA/SP/INFORMAL.HTM) OR YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT (414) 286-3501.

THE CITY STRIVES TO MAKE TIMELY PAYMENT ON INVOICES. PAYMENT TO THE VENDOR WILL BE DEEMED TIMELY IF THE PAYMENT IS MAILED, DELIVERED, OR TRANSFERRED WITHIN 60 CALENDAR DAYS AFTER RECEIPT OF A PROPERLY COMPLETED INVOICE OR RECEIPT AND ACCEPTANCE OF THE PROPERTY OR SERVICE UNDER THE ORDER OR CONTRACT, WHICHEVER IS LATER. IF THE CITY DOES NOT MAKE PAYMENT BY THE 60TH CALENDAR DAY, THE CITY SHALL PAY SIMPLE INTEREST BEGINNING WITH THE 31ST CALENDAR DAY AT THE RATE OF ONE PERCENT PER MONTH (UNLESS THE CITY DISPUTES THE AMOUNT OF THE INVOICE). REFERENCE COMMON COUNCIL FILE NO. 900859 ADOPTED OCTOBER 16, 1990, PROVISIONS OF STATE STATUTE 66.285 AND 66.286.

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IF YOU WOULD LIKE TO OFFER A PAYMENT DISCOUNT TO THE CITY, PLEASE STATE BELOW:

\_\_\_\_\_ %, \_\_\_\_\_ DAYS

THE CITY WILL DETERMINE THE LOW BIDDER BY TAKING INTO CONSIDERATION CASH DISCOUNTS OFFERED BY THE BIDDERS ONLY IF THE PAYMENT TERMS ARE 30 DAYS OR MORE. HOWEVER, IF THE LOW BIDDER WHO IS AWARDED THIS CONTRACT HAS QUOTED A MORE FAVORABLE DISCOUNT FOR EARLIER PAYMENT, AND THE CITY PAYS WITHIN THAT EARLIER TIMEFRAME, THE BIDDER WILL BE HELD TO THAT QUOTED DISCOUNT.

WOULD YOU BE WILLING TO EXTEND THE PRICING ON THE EQUIPMENT OR SUPPLIES LISTED ABOVE IF ADDITIONAL UNITS WOULD BE REQUIRED BY THE CITY? YES \_\_\_\_\_ NO \_\_\_\_\_

LIST THE PERIOD OF TIME YOUR PRICING WILL BE VALID. \_\_\_\_\_

WOULD YOU BE WILLING TO EXTEND THE PRICING FROM ANY CONTRACT THAT MAY RESULT FROM THIS BID TO OTHER V.A.L.U.E. MEMBERS OF LOCAL GOVERNMENT ENTITIES IN THE SOUTHEASTERN WISCONSIN AREA INCLUDING BUT NOT LIMITED TO THE MILWAUKEE METROPOLITAN SEWERAGE DISTRICT (MMSD) AND/OR MILWAUKEE PUBLIC SCHOOLS (MPS)?  
YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE BE ADVISED THAT THE AWARD OF THIS BID BY THE CITY OF MILWAUKEE IS NOT CONTINGENT UPON YOUR AGREEMENT TO THE ABOVE REQUEST. IF, HOWEVER, YOU AGREE TO EXTEND TO ANY OTHER AGENCIES, EACH AGENCY WILL BE RESPONSIBLE FOR ISSUING AND ADMINISTERING ITS OWN CONTRACT AND RESULTING PURCHASE ORDER.

BID PRICE TO INCLUDE DELIVERY F.O.B. DESTINATION TO:  
DPW-FLEET OPERATIONS  
2142 WEST CANAL STREET  
MILWAUKEE, WI 53233

DELIVERIES ACCEPTED BETWEEN 7:30 AM - 2:30 PM-CST

HAS YOUR BUSINESS BEEN CERTIFIED AS AN EMERGING BUSINESS ENTERPRISE FOR THE CITY OF MILWAUKEE BY THE EMERGING BUSINESS ENTERPRISE PROGRAM?  
YES \_\_\_\_\_ NO \_\_\_\_\_

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IF YOU ARE INTERESTED IN THE CERTIFICATION PROCESS FOR YOUR BUSINESS, PLEASE CONTACT THE EMERGING BUSINESS ENTERPRISE PROGRAM OFFICE AT (414) 286-8781.

DOES ANY OFFICER, EMPLOYEE, AGENT, MEMBER OF A GOVERNING BODY, OR PUBLIC OFFICIAL OF THE CITY OF MILWAUKEE WHO EXERCISES ANY FUNCTIONS OR RESPONSIBILITIES IN CONNECTION WITH REVIEWING, APPROVING OR ADMINISTERING THE CARRYING OUT OF ANY SERVICES OR REQUIREMENTS TO WHICH THIS BID PERTAINS, HAVE ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THIS BID AND ANY CONTRACT THAT MAY RESULT THEREOF?

YES \_\_\_\_\_ NO \_\_\_\_\_

\*\*\* IMPORTANT NOTE \*\*\*

YOU MUST COMPLETE THE FOLLOWING INFORMATION:

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PERSON SUBMITTING BID: \_\_\_\_\_

BIDDER'S EMAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID NUMBER REQUIRED: \_\_\_\_\_

PLEASE RESPOND VIA FAX # 414-286-5976 ON OR BEFORE 4:45 PM-CST, WEDNESDAY, JUNE 2, 2004.

MAILED BIDS SHOULD BE ADDRESSED TO:  
DOA-PURCHASING  
200 EAST WELLS STREET-ROOM 601  
MILWAUKEE, WI 53202

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YOUR BID ENVELOPE MUST BE PLAINLY MARKED IN THE LOWER LEFT CORNER ACCORDINGLY:

BID #1423

CLOSING: 6/2/2004 @ 4:45 PM-CST

VC-GOJO SOAP PRODUCTS

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